

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

LEGAL INSTRUCTOR

DEFINITION

Under general direction, instructs students of the Iowa Law Enforcement Academy, conducts legal research and provides professional consultation to state and local law enforcement agencies in the legal aspects of law enforcement; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Instructs academy students on various legal subjects in order to provide knowledge of the relationship of the law-to-law enforcement practices by preparing and giving lectures.

Compiles current information relative to law enforcement in order to disseminate same to the students by researching court decisions, legal reference books, journals and periodicals.

Evaluates students' overall training progress in order to summarize the strengths and weaknesses of students as law enforcement officers by considering individual test scores and personal characteristics.

Develops written examinations in order to test students' knowledge of subject taught by evaluating course material and creating appropriate questions.

Researches educational and training methodology in order to learn of new instructional techniques and problems in law enforcement training by reading professional journals, attending meetings and conferences, and maintaining contact with professional counterparts in other locations.

Advises academy staff in the preparation and revision of law enforcement training curriculums in order to ensure the inclusion of up-to-date, relevant courses by obtaining information from other jurisdictions and developing course outlines for the academy.

Promotes cooperative working relationships between law enforcement offices and prosecuting attorneys in order to alleviate situations concerned with confusing sections in the law and legal problems affecting law enforcement by consulting with state and local law enforcement officials, county attorneys and the Attorney General's office.

Assists state and local agencies in order to improve the level of law enforcement training by teaching at special schools, preparing briefs of cases and decisions for law enforcement officers and providing legal information pertinent to law enforcement training.

COMPETENCIES REQUIRED

Knowledge of common law.

Knowledge of criminal law.

Knowledge of the aspects of law that cause problems for law enforcement personnel.

Knowledge of legal principles, practices, and research methodology as applied to legal instruction for law enforcement personnel.

Knowledge of the purpose and objectives of legal instruction for law enforcement personnel.

Knowledge of classroom instruction techniques as they apply to the instruction of law enforcement personnel.

Knowledge of the scope and character of Iowa statutory law and the provisions of the Iowa constitution particularly as they apply to law enforcement personnel.

Ability to interpret applicable laws and apply them specifically to procedures used by law enforcement personnel.

Ability to help students understand and appreciate the law as it relates to law enforcement practices.

Ability to interpret and explain the Iowa Code, court decisions and legal reference material for non-legally trained personnel.

Ability to objectively evaluate legal reference material in determining applicability for law enforcement training classes.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Law degree from an accredited college of law, licensed or eligible for license to practice law in Iowa, and a minimum of three years of the following experience in any combination: peace officer in a civilian law enforcement agency; prosecutor; legal advisor for a civilian law enforcement agency; or legal instructor with a recognized law enforcement training academy as primary instructor or with primary responsibility for the legal education area;

OR

law degree from an accredited college of law, licensed or eligible for license to practice law in Iowa, and two years experience in a jail, holding facility or prison as a peace officer, civilian jailer, correctional officer or closely related field;

OR

law degree from an accredited college of law, licensed or eligible for license to practice law in Iowa, and eighteen months experience as a prosecutor, public or private attorney dealing with prisoner incarceration, or legal advisor to a civilian law enforcement agency with a holding facility, jail or correctional institution.

SPECIAL NOTE

Applicants who have instructed courses in legal subjects for a recognized law enforcement training academy must list the courses taught, the number of hours spent in actual instruction, a short summary of the course content, and the month(s) and year(s) the course(s) was taught.

Effective Date: 10/89 GRC